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MMARS Policy: Payroll

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Mandatory and Voluntary Deductions: Commonwealth Fees

Executive Summary

Commonwealth fees are voluntary recurring post-tax deductions for employees for legislatively authorized services or items or employer provided benefits that are made available by a Department to employees. Departments are required to have legislative authorization to charge a fee for the employer provided benefit or prior approval by the Comptroller to offer the benefit through a payroll deduction. Payroll deductions ensure that the Commonwealth recovers the value of the items or services provided to employees.

Considerations

This policy applies to all Commonwealth Branches and Departments, unless otherwise provided by law.

Policy

Commonwealth Fee Deductions:

- Are centrally established by the Office of the Comptroller based upon a Department's submission of legislative authorization to charge a fee for a service or other item made available to employees;
- Must be legislatively authorized and may not represent an amount that is less than the fair market value of the service or item made available to an employee;
- Require a Payroll Deduction Authorization (PDA) form;
- Are deducted in every biweekly pay period;
- Are available on a voluntary post-tax basis.

Examples of Commonwealth fee deductions include on-site day care fees, near site parking fees and housing charges under 801 CMR 4.03 for employees living on Commonwealth space.

Payroll Deduction Authorization Forms can be found on the Comptrollers' website:

<http://www.state.ma.us/osc/Payinfo/payroll/FormsOnDemand.htm>

Internal Controls

Information Sources

- Related Procedure – None
- Legal Authority
 - 801 CMR 4.03
 - Massachusetts General Law, Chapter 7, Section 3B
 - Massachusetts General Law, Chapter 180, Section 17K
- Attachments - None
- Links - None
- [Contacts – CTR Help Desk](#)

- **November 1, 2006** – Removed language referencing Knowledge Center and updated relevant links to Mass.gov/osc portal site.